

# DOE ENTERPRISE DESKTOP GUIDANCE WORKING GROUP CHARTER

## PURPOSE

The DOE Enterprise Desktop Guidance Working Group (DGWG) has been chartered to provide a mechanism for Department-wide participation in establishing and maintaining a viable DOE Desktop Guidance Profile (Profile). The Working Group will provide a forum for collaboration, consensus building, coordination, and making recommendations about Department direction in desktop standards and associated processes.

## SCOPE

The DOE Enterprise Desktop Guidance Working Group has been established to provide an assembly charged with the responsibility for ensuring the standards in the Profile will not adversely impact the operation of existing business practices as well as ensuring the processes necessary to sustain the desktop standardization effort. The Profile will be limited to Departmental standards for business communications and will focus on the establishment of desktop software guidelines for administrative computing (e.g., word processing, spreadsheet, e-mail, presentation, web browser, and operating system). The DGWG will not address scientific computing.

## OBJECTIVES

The Profile will identify the current desktop environment; determine what is considered legacy once the baseline is established; and recommend a targeted desktop software infrastructure. Major objectives include:

- Enhancing strategic and tactical IT planning and investment
- Strengthening security
- Improving Departmental business functionality as well as communications
- Increasing interoperability
- Stabilizing supportability
- Facilitating software procurement decision-making, enterprisewide software licenses, and cost savings

## AUTHORITY

The DOE Enterprise Desktop Guidance Working Group derives its authority from the Office of the Chief Information Officer (OCIO). DGWG is championed by the DOE Chief Information Officer (CIO) and sponsored by the DOE Information Technology (IT) Standards Program. The DOE IT Standards Program will maintain the DOE Desktop Guidance Profile.

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## MEMBERSHIP

The DOE Enterprise Desktop Standardization Guidance Working Group consists of the DGWG Champion, DGWG Chairperson, the DGWG Members, and the DGWG Secretary.

DOE Enterprise Desktop Guidance Working Group	Status	Description
Champion	F	Chief Information Officer (CIO).
Chairperson	F	Representative from the IT Standards Program.
Members	F/C	Representatives from the Office of the CIO; partnering Program Secretarial Offices; Field Offices; laboratories; and IT support staff (Headquarters and Field).
Secretary	F/C	Appointed by the DGWG.

F - Federal    C – Contractor

Members of the DGWG will be representatives or site architects from each of the Program Secretarial Offices, Field Offices, laboratories, and other field sites or organizations with the responsibility for IT office system policy and planning. Members also include IT support staff representatives from these Departmental Organizations. These members have voting privileges. Guests and technical experts may attend meetings; subject to coordination with the Chairperson. They do not have voting privileges. ***Note: Although there can be more than one member per organization, each organization has only one vote.***

## RESPONSIBILITIES

### CHAMPION

The DGWG Champion is the Sponsor of the Group and is accountable for the successful completion of the group's purpose. The DGWG Champion's responsibilities include, but are not limited to, the following:

- Establishing expectations/priorities
- Approving the charter
- Overseeing the DGWG progress in meeting objectives
- Providing resources
- Authorizing implementation
- Resolving issues when a decision cannot be made by the Members' vote
- Presenting issues to the Departmental CIO Executive Council for guidance, resolution or approval

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### CHAIRPERSON

The IT Standards Program will appoint the DGWG Chairperson. The DGWG Chairperson's responsibilities include, but are not limited to, the following:

- Creating a plan of action; executing and modifying the plan; tracking and completing closeout activities
- Establishing team/group membership
- Assessing resources required
- Establishing the code of conduct
- Conducting/leading regularly scheduled meetings and any special meetings of the DGWG
- Approving the agenda, including determination of agenda items
- Facilitating the DGWG decision process for disposition of items brought before the Group within the scope of its authority
- Ensuring the originator(s) of proposed items are informed of decisions concerning disposition
- Directing implementation, including schedules
- Anticipating potential roadblocks/problems
- Monitoring progress on assigned items
- Communicating progress to the Champion
- Resolving issues when the Group cannot make a decision

### MEMBERS

The responsibilities of the Members of the working group include, but are not limited to, the following:

- Attending meetings/video conferences convened by the Chair
- Designating an alternate representative empowered to represent and make decisions for their organization
- Updating the Profile
- Sharing information as well as recommending new standards and standards for retirement
- Advocating desktop standardization in their respective organizations
- Reviewing agenda items prior to meeting and determining impact of proposed actions
- Recommending priorities and due dates
- Analyzing proposed items before DGWG voting
- Reviewing DGWG minutes
- Indicating vote to the Chair

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### SECRETARY

The DGWG Secretary will be the DGWG Representative and is responsible for DGWG administrative functions. The Secretary coordinates DGWG preparations and activities to ensure that the group is prepared for meetings and that all actions are recorded. The DGWG Secretary's responsibilities include, but are not limited to, the following:

- Coordinating meeting schedules and agendas with the Chair
- Publishing and distributing the agenda
- Preparing and distributing relevant documents to the Chairperson and Members in advance of the meeting
- Recording, publishing, and distributing DGWG minutes to all Members and the project community
- Tracking and maintaining the status of Profile changes
- Ensuring all information is accessible and current on the CIO website  
<http://cio.doe.gov/standards/index.html>
- Performing other support functions as directed by the Chair

### PROTOCOL

An annual meeting will be held to review and update the desktop standards guidelines. Additional meetings may be held based on requirements and/or at the direction of the Chairperson. Efforts will be made to rotate the locations for the annual meetings among the DOE regional areas to accommodate the geographically dispersed membership. Other meetings will usually be held via videoconference or other online collaborative methods convenient and effective for the membership.

The review of the desktop standards guidance will include an assessment of the effectiveness of the current Profile in supporting business communications by the Department over the past year, and will help form the basis for updating the guidance.

All actions must receive a consensus vote. When a vote is required, a quorum consisting of at least two-thirds of the Members must be present to initiate and approve the vote. Actions that do not receive a consensus vote must be presented to the Chairperson for direction or resolution. The Chairperson has the authority to take the action(s) to the Champion for resolution. The Champion has the responsibility, but may delegate responsibility to the Chairperson to present issues to the CIO Executive Council for guidance, resolution and/or approval.